

Group Observation Assignment

COMM 326

Instructions

The next page contains an observation form that is to be completed after meetings of your in-class group. The form will help you to organize your observations and keep track of important dimensions of group process over time.

1. During all of your group meetings keep in mind the dimensions on the observation form and take notes that you will later use to complete the form.
2. I suggest that you save the form on the next page as a separate MS-WORD document, and when you return from your group meeting, simply **type in your notes** below each series of questions as well as complete the information at the top of the form, and each time you observe create a new file by using “SAVE AS “(e. g., observation-1, observation-2, etc.).
3. Be sure to type in as much detail as you can for all five dimensions and feel free to add other questions or observations.
4. Each time your group meets (including quizzes) is a chance to observe your group’s process. Remember you are both a participant and an observer of group process as you communicate in your group. And—important—you will use these observational notes later to write paper #2.
5. Grading for this assignment is as follows:
 - On the due date print and staple your completed observation forms and submit them.
 - Grades will be assigned as follows:

12 satisfactorily completed forms = A
11 satisfactorily completed forms = A-
10 satisfactorily completed forms = B+
9 satisfactorily completed forms = B
8 satisfactorily completed forms = B-
7 satisfactorily completed forms = C+
6 satisfactorily completed forms = C-
5 satisfactorily completed forms = D+
4 satisfactorily completed forms = D
3 satisfactorily completed forms = D-
2 residual = F

Group Observation Form

Meeting #:

Your Name:

Your Group # or Name:

Date and Time of Meeting:

Names of Members Present:

1. Describe the **setting** of the meeting (for example the location, chair arrangements, etc.):
2. Describe the **group climate**. For example, how does it feel to be in the group now? Are members getting along? Everyone welcomed and included? Concerns?
3. Describe how the group is **managing tasks** at this meeting. What are the tasks? What are the group's procedures in approaching the task? Does the group have a plan? How is the group handling information relevant to its tasks?
4. Describe the **social/relational qualities** of members present at the group meeting. Who talks with whom? Who are friends? Who is getting along with whom? Not getting along? What kinds of relationships are forming? What kinds of communication roles are members playing?
5. Describe the **leadership** in the group. How is the group currently managing its leadership needs? Is the group's approach to leadership working? How positive is the leadership? Problems?